

1 Title 5, California Code of Regulations

2 Division 1, Chapter 19

3 Child Care and Development Programs, Desired Results

4 1. Amend Section 18023 to read:

5 **§18023. Compliance Reviews of Contractors.**

6 (a) "Compliance review" means that a team of California Department of Education staff
7 review a contractor's program at their site to determine compliance with applicable laws,
8 regulations, or contractual provisions.

9 ~~(a)~~ (b) At least once every three (3) years and as resources permit, the State California
10 Department of Education shall conduct reviews at the contractor's office(s) and operating facility
11 (ies) to determine the contractor's compliance with applicable laws, regulations, or contractual
12 provisions.

13 (c) The reviews shall be conducted by consultants, analysts, and/or management staff of the
14 California Department of Education or other State of California representatives.

15 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8261(a)(2),
16 Education Code.

17 2. Amend Sections 18272., 18273., 18274., and 18275. to read:

18 **§18272. Developmental Profile.**

19 (a) "Developmental profile" means a record of a child's physical, cognitive, social, and
20 emotional development that is used to measure children's developmental progress in meeting
21 desired results. Teacher and parent observations shall be included as part of the information used
22 to complete the child's developmental profile.

23 (b) The contractor shall complete a developmental profile prescribed by the Department for
24 each child who is enrolled in the program for at least 10 hours a week.

25 ~~(b)~~ (c) The contractor shall complete a developmental profile ~~of~~ for each child within 60
26 calendar days of ~~upon~~ enrollment and at least at the following intervals thereafter:

- 27 (1) Infants once every three (3) months;
28 (2) Toddlers once every ~~six (6)~~ four (4) months;
29 (3) Preschoolers once every ~~twelve-six (6)~~ months;
30 (4) School-age children once every six (6) months.

1 ~~(e) Contractors serving school-age children need not conduct a developmental profile but~~
2 ~~shall identify each child's needs, skills and interests upon enrollment and annually thereafter;~~

3 (d) The Contractor shall use the developmental profiles to plan and conduct age and
4 developmentally appropriate activities.

5 (e) If a child has a disability, and/or has an Individualized Education Program, the
6 developmental profile will be completed with any necessary accommodations and adaptations.
7 Notwithstanding subsection (b), a developmental profile is required for a child with an
8 Individualized Education Program even if that child is enrolled for less than 10 hours per week.

9 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education
10 Code.

11 **§18273. Education Program.**

12 ~~(a) Each contractor shall include in its program an educational program component that is~~
13 ~~developmentally, culturally and linguistically appropriate for the children served.~~

14 ~~(b) The educational program component shall provide activities which will facilitate a~~
15 ~~child's physical, cognitive, social and emotional development.~~

16 (a) "Education program" means that staff prepares and plans for the environment, activities,
17 and services provided to the children served.

18 (b) The standards for the child development and education program component shall include,
19 but are not limited, to the following:

20 (1) The program approach is developmentally, linguistically, and culturally appropriate.

21 (2) The program is inclusive of children with special needs.

22 (3) The program encourages respect for the feelings and rights of others.

23 (4) The program supports children's social and emotional development by:

24 (A) Building trust;

25 (B) Planning routines and transitions so they can occur in a timely, predictable, and unhurried
26 manner; and

27 (C) Helping children develop emotional security and facility in social relationships.

28 (5) The program provides for the development of each child's cognitive and language skills
29 by:

1 (A) Using various strategies, including experimentation, inquiry, observation, play, and
2 exploration;

3 (B) Ensuring opportunities for creative self-expression through activities such as art, music,
4 movement, and dialogue;

5 (C) Promoting interaction and language use among children and between children and adults;
6 and

7 (D) Supporting emerging literacy and numeracy development.

8 (6) The program promotes each child's physical development by providing sufficient time,
9 indoor and outdoor space, equipment, materials, and guidelines for active play and movement.

10 (7) The program promotes and maintains practices that are healthy and safe.

11 ~~(e) School Age Community Child Care programs may restrict their educational program~~
12 ~~component to recreational activities which shall be developmentally, culturally and linguistically~~
13 ~~appropriate.~~

14 NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education
15 Code.

16 **§18274. Staff Development Program.**

17 (a) "Staff development program" means those activities that address the needs, interests, and
18 skills of program staff or service providers to improve program quality.

19 (b) Each contractor shall develop and implement a staff development program ~~which~~ that
20 includes the following:

21 ~~(a)-(1)~~ Identification of training needs of staff or service providers;

22 ~~(b)-(2)~~ Written job descriptions;

23 ~~(c)-(3)~~ An orientation plan for new employees;

24 ~~(d)-(4)~~ An annual written performance evaluation procedure unless a different frequency of
25 performance evaluation is specified in a contractor's collective bargaining agreement with their
26 employees;

27 ~~(e)-(5)~~ Staff development opportunities ~~which~~ that include topics related to the
28 functions specified in each employee's job descriptions and those training needs
29 identified in Subsection ~~(a)-(1)~~ above.

1 ~~(f)-(6)~~ An internal communication system that provides each staff member with the
2 information necessary to carry out his or her assigned duties.

3 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203, 8208, 8244,
4 ~~and 8261,~~ and 8360.1, Education Code.

5 **§18275. Parent Involvement and Education.**

6 (a) “Parent involvement and education” means those activities specifically designed to
7 include parents in the education of their children, help parents participate in the program, and
8 enhance their understanding of child development.

9 (b) Each contractor shall include in its program a parent involvement and education
10 component.

11 (c) The parent involvement and education component shall include the following:

12 ~~(a)-(1)~~ An orientation for parents that includes topics such as program philosophy, program
13 goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee
14 requirements, and due process procedures ~~and program activities~~;

15 ~~(b)-(2)~~ At least two (2) individual parent/teacher conferences per year;

16 ~~(c)-(3)~~ Parent meetings with program staff;

17 ~~(d)-(4)~~ An open door policy which encourages parents to participate in the daily activities
18 whenever possible; and

19 ~~(e)-(5)~~ A parent Advisory Committee ~~which that~~ advises the contractor on issues related to
20 services to families and children.

21 (6) Sharing information between staff and parents concerning their child’s progress.

22 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261,
23 Education Code.

24 **3. Amend Sections 18279., 18280., and 18281. to read:**

25 **§18279. Program Self-Evaluation Process.**

26 (a) “Program self-evaluation process” means those activities and procedures used by the
27 contractor to evaluate its program quality and compliance with applicable laws and contractual
28 provisions.

1 ~~(a)-(b)~~ Each contractor shall develop and implement an annual ~~evaluation plan that~~
2 ~~determines if the program goals and objectives are being met for its program self-evaluation~~
3 ~~process.~~

4 ~~(b)~~ The evaluation shall include a self-assessment by the contractor in accordance with
5 instructions specified by the Child Development Division.

6 ~~(c)~~ The evaluation plan shall include assessment of the program by parents.

7 (c) The annual plan shall include the following:

8 (1) A self-evaluation based on the use of a compliance review document prescribed by the
9 Department.

10 (2) An assessment of the program by parents using a parent survey prescribed by the
11 Department.

12 (3) An analysis of the compliance review document self-evaluation findings, including an
13 analysis of the compliance review document, the developmental profiles, the environment rating
14 scales, the parent survey, and plans for any necessary changes.

15 (4) Written documentation that an assessment of the program by parents, staff, and board
16 members has been included in the self-evaluation process.

17 (5) Procedures for the ongoing monitoring of the program.

18 (d) The contractor shall submit a summary of the findings of the program self-
19 assessmentevaluation to the ~~Child Development Division~~ California Department of Education by
20 ~~March~~ June 1 of each year.

21 (e) The contractor shall modify its ~~goals and objectives~~ program to address any areas
22 identified during the self-evaluation as needing improvement.

23 NOTE: Authority cited: Section 8261, Education Code. Reference: Sections 8203 and 8261,
24 Education Code.

25 **§18280. Parent Survey.**

26 (a) "Parent survey" means a questionnaire completed by the parent to assess the child care
27 program or services that the child and family receives. It asks for information about how the
28 program helps parents support their child's learning and development and meets the family's
29 needs.

1 **(b) The contractor shall use a parent survey prescribed by the Department and maintain it as**
2 **part of the family file.**

3 **(c) Annually, the contractor shall distribute this survey to parents and collect and analyze the**
4 **results.**

5 **(d) The contractor shall use the parent survey results to plan and conduct activities to help**
6 **parents support their child's learning and development and meet the family's needs.**

7 **(e) The contractor shall use the results and analysis of the parent survey as part of its annual**
8 **self-evaluation process.**

9 **NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education**
10 **Code.**

11 **§18281. Environment Rating Scales**

12 **(a) "Environment rating scale" means an instrument that measures program quality by rating**
13 **education program as defined in section 18273, staff development program as defined in section**
14 **18274, and parent involvement and education as defined in section 18275.**

15 **(b) Center-based programs and family child care home networks shall use environment**
16 **rating scales prescribed by the Department to measure program quality:**

17 **(1) Every three years as part of the program compliance review; and**

18 **(2) Annually as part of the self-evaluation process.**

19 **(c) For each prescribed environment rating scale, the contractor shall achieve a minimum**
20 **score as specified by the Department.**

21 **NOTE: Authority cited: Section 8261, Education Code. Reference: Section 8203, Education**
22 **Code.**